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Applicability:	All Employees and Commission Members of the South Carolina Department of Disabilities and Special Needs	

I. PURPOSE

This ~~procedural~~ **departmental** directive establishes **a** uniform ~~policies to be followed by all employees and commission members~~ **travel policy designed** to achieve maximum economy in the performance of travel necessary **in when** conducting official department business and to ensure ~~that~~ **the** employees and commission members of the South Carolina Department of Disabilities and Special Needs (~~SC~~**DDSN**) are fairly reimbursed in accordance with state regulations.

II. APPLICABILITY

~~These procedures should be followed by all employees and Commission members of the SC Department of Disabilities and Special Needs (SCDDSN).~~

III. POLICY

Travel ~~will~~ **should be** reimbursed for ~~the~~ **allowable** items ~~and up~~ to the amounts allowed by state ~~law and federal regulations~~ unless the ~~Commissioner~~ **SCDDSN State Director** has established a more restrictive limit. ~~These Current regulations are included and reimbursement guidelines can~~

be found in Sections 1.7 and 3.9 of the SCDMR's SCDDSN Finance Manual located on SCDDSN's Microsoft Office SharePoint Server (MOSS).

Claims for travel reimbursements ~~will~~ **should** be submitted on ~~STARS Form 62-A03/R90, stock number 95054,~~ made using official SCDDSN and Comptroller General's Office reimbursement forms as referenced in Section 3.9 of the Finance Manual. ~~Each~~ All reimbursement claims for an employee must be approved by the employee's immediate supervisor before forwarding for processing.

Overnight travel requests require the prior approval of the State Director or the Associate State Director-Administration via a "Permission for Travel" form. ~~And i~~ If travel expenses must exceed allowable limits, prior approval must be obtained from the State Director using a "Request for Lodging in Excess of Allowable Cost" form. These forms are located in Section 3.9 of the Finance Manual.

A hotel bill for an employee on authorized agency business may be submitted directly to DMR SCDDSN if a prior ~~approval of the billing agreement to bill~~ is obtained from the hotel in advance of the stay. The agreement by a hotel to accept an agency purchase order constitutes prior agreement. It is the responsibility of regional purchasing officials to obtain a hotel's agreement prior to issuing a purchase order. Hotel reservations should be made in accordance with Section 1.7.5 of the Finance Manual.

~~All out of state travel requires the prior approval of the Commissioner. Requests for out of state travel should be made on SCDMR Form AO-4, stock number 9505k.~~

The maximum hotel lodging rate allowed while in approved overnight travel status is an amount consistent with current federal government travel regulations. The United States General Services Administration (GSA) website (www.gsa.gov) displays current maximum lodging rates by destination city. If a traveler's destination city is not listed, the current standard rate should then be applied as stated on the GSA website. If the maximum lodging rate must exceed allowable limits, approval of the SCDDSN-State Director is required as stated previously. Refer to Sections 1.7 and 3.9 of the Finance Manual.

If agency approved travel includes the expense of airline tickets and hotel lodging, these purchases may be made using a state purchasing card. The guidelines for such purchases can be found in Sections 1.7 and 3.37 of the Finance Manual.

Advance payment for travel and subsistence ~~will~~ **should** be made only in ~~in~~ **under** exceptional circumstances and upon approval of the ~~Commissioner~~ State Director. ~~Applications and a~~ Approval must be consistent with **current** Budget and Control Board rules and regulations.

Travelers on official SCDDSN business should utilize state vehicles in lieu of personal vehicles. In order to be reimbursed for mileage in the event that a private vehicle is used, employees must obtain documentation that either a state vehicle was not available or that special permission to use a private vehicle was granted via a "Certificate of Non-Availability of State Vehicle." (Refer

to Section 3.9 of the Finance Manual.) The standard business mileage reimbursement rate for use of a personal vehicle when no state vehicle is reasonably available is consistent with the current state appropriations act and can be found in Section 1.7 of the Finance Manual.

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